

EMPLOYMENT OPPORTUNITY – CITY of ROME

POLICE MATRON

Salary: \$20.80 per hour - ON-CALL 24 hours

GENERAL STATEMENT OF DUTIES: Assists the Rome Police personnel in the processing, searching, and/or transporting of female persons accused, suspected, or arrested for violations of the law; Does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This work is primarily of routine guarding duties. However, there is considerable responsibility for the exercise of independent judgment in emergencies. The work is normally carried out under immediate supervision.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Searches female prisoners before confinement and takes all valuable possessions and other property that might be used to commit physical harm to themselves or others;
- Maintains control over female prisoners or other prisoners as directed by a superior officer;
- Makes periodic inspections of women prisoners;
- Escorts women prisoners to clinic, court, hospital, and other places as ordered;
- Inventories and documents any property taken from a prisoner pursuant to a search;
- Reports any unusual incidents or questionable actions of prisoners that come to her attention, including the detection of any contraband, weapon, or prohibited item;
- Reports any condition or hazard that may result in personal injury, fire, or damage to the detention room, processing area, interview room cell, or any other like area;
- Supplies food and refreshments to prisoners under her control as required by law, or by policy, or by direction of a superior officer;
- Monitors and is responsible for the treatment of prisoners under her control, and is vigilant to any impropriety or exchange of contraband or other property between the prisoner and another;
- Completes all booking and processing documents as required by law and Police Department policy;
- Provides clear, concise, and accurate written reports as required;
- Testifies in court concerning circumstances related to investigations, arrests, or special circumstance;
- Renders first aid in cases of emergency, where officer is first to respond, until relieved by appropriate fire department or emergency personnel;
- Documents and reports any required maintenance or repair of assigned equipment
- Attends line up and other meetings as required.

REQUIRED KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Some knowledge of the principles of first aid;
- Mental and physical health and fitness;
- Ability to secure the confidence and cooperation of others;
- Emotional stability;
- Ability to understand and carry out oral and written directions;
- Ability to express themselves accurately and legibly in written reports;
- Ability to respond, when needed, on an on-call basis.

MINIMUM QUALIFICATIONS:

- (a) Successful completion of a standard high school course or a possession of a General Equivalency Diploma (GED).

CONTACT: Rome City Hall Administrative Services Room 2B
For additional information and application – 315-339-7609